



**City of Gary**  
**DEPARTMENT OF COMMERCE**  
**BUILDING DIVISION**

**KAREN FREEMAN-WILSON**  
Mayor

**401 Broadway ~ Room 307**  
**Gary, IN 46402**  
**(219) 881-1377**

**FLORZELL HAWKINS, JR.**  
Building Commissioner

**Fax: (219) 881-1425**

**PROCEDURES FOR OBTAINING A HOMEOWNER'S PERMIT**

**CHECKLIST**

1. \_\_\_\_\_ As proof that you are the owner of said property you must submit to this department a copy of a deed or a tax statement.
2. \_\_\_\_\_ As proof that you reside in the property for which the permit is being obtained, you must provide this department with a copy of a utility bill (gas, electric, water, sanitary district, or telephone). We will also take a copy of your Driver's License or State I.D.
3. \_\_\_\_\_ If the work is for new construction or an addition, a copy of the plans must be submitted to this office.
4. \_\_\_\_\_ You must go to the Planning & Zoning Department located in City Hall, Room 304 and obtain a Clearance (Zoning Certificate) to obtain a building permit. Bring clearance to the Building Department with items listed on numbers 1 – 3.

**NOTE: PERMIT FEES ARE BASED ON THE COST OF THE JOB (MATERIALS, LABOR, ETC.), A COPY OF THE CONTRACT AND/OR PURCHASE RECEIPT IS REQUIRED. THERE IS A MINIMUM \$50.00 INSPECTION FEE ADDED TO THE PERMIT FEE.**

**Sec. 105-20. REQUIREMENTS**

**(b) Permits shall be granted to the actual owner of the premises in which that owner actually resides. Any permit issued to the owner of any property that is not the place of permanent residence shall be issued at the discretion of the building commissioner for only minor/cosmetic work**

**CASH, CHECK, AND MONEY ORDERS ACCEPTED**  
**PAYABLE TO THE CITY OF GARY**

**GBD101:REVISED 06/2015**  
**File: Homeownerchecklist**